

General:

The **Financial Information Resource Management (FIRM/400)** - formerly the AS400 Financial Management System (BACIS) – Security Authorization Request Form is used by authorized individuals to apply for access to the AS400 Financial Management System. The form is completed by the requesting department or agency staff and submitted to the Department of Administration’s Division of Accounts.

Responsibility:

Primary responsibility for the completion of the Security Authorization Request Form belongs to the requesting department or agency. The form must be completed by filling the required information and marking all the boxes pertaining to the request for access.

Box 1

AGENCY/DEPARTMENT - Enter the name of the requesting department or agency.

EMPLOYEE NAME – Enter the employee’s Last Name, First Name and Middle Initial.

POSITION TITLE – Enter the employee’s official job title. This is important should there be questions about specific accesses being requested.

EMAIL ADDRESS – Enter the employee’s valid email address. This is important should there be questions about information on the form.

EMPLOYEE CONTACT NO. – Enter the employee’s contact number. This is important should there be questions about information on the form.

Box 2

CHECK ONE OF THE FOLLOWING - Check the box applicable to the request.

[New User] – For new employees of the requesting department

[Additional Access] – For existing employees of the requesting department or agency who are requesting to access additional screens, functions and/or options available in the AS400 Financial Management System (BACIS).

[Delete (old) User] – For existing employees who are no longer with the requesting department or agency.

Box 3

BASIC BROWSE – All options under this selection are standard access. This is browsing only and does not allow data entry.

ADDITIONAL MODULES – These options are reserved for select employees. You must contact the Division of Accounts to specify your reason for access to the following:

- **General Ledger Records**
- **Revenue Records**
- **Federal Grants (FGIA) Sub-ledger**
- **Fixed Assets (Property Management)**

Customs & Quarantine Sub-ledger – This option is reserved for select CQA-ONLY employees. You must contact the Division of Accounts to specify your reason for access to this option.

DOA ACCOUNTING ONLY – All options under this selection are RESTRICTED TO DOA Accounting.

BUREAU OF BUDGET & MANAGEMENT MENU – All options under this selection are RESTRICTED TO DOA Accounting.

Box 4

SIGNATURE FIELDS FOR REQUESTING AGENCY – The Requesting Department or Agency must sign their signature in the field.

Signature of / Acceptance by EMPLOYEE – This field is for the employee (for whom the request is

for) to sign after reading the “Conditions and acceptance of User ID and Password by employee”.

Signature of Department / Agency Head – The Department / Agency Head must do the following:

- Select “Approve” or “Disapproved”
- Sign their name in this field.

Box 5

RESERVED FOR DOA APPROVING OFFICIALS

Box 6

FOR DIVISION OF ACCOUNTS ONLY – Upon approval, the “User ID” and “Password” is assigned and completed in this field.

- User ID Format: **DDDLLLFF**
- 3 letters of **Department/Agency**
- 1st 4 Letters of **LAST NAME**
- 1st Letter of **FIRST NAME**

NOTE Initial Password is the same

After the completion of this form, the requesting department or agency must submit the original form (no copies needed) to the Department of Administration’s Division of Accounts. The form will be reviewed by the Financial Manager’s staff and approved by the Financial Manager.

After approval, the form is sent to the Dept of Administration’s Data Processing Division for establishment and/or update.

NOTE: Incomplete and/or questionable forms will be returned to the requesting department or agency. This will create unnecessary delays in the processing.